

# **DELEGATION**

## Step 1: Deciding What *Can Be* Delegated

- Decisions you make most frequently
- Functions in your technical or functional specialty
- Tasks and projects for which you are least qualified
- Functions you dislike
- Work that will provide valuable experience for employees
- Assignments that would add variety to other's routine work
- Tasks that will increase the number of people who can perform critical assignments
- Opportunities to use and reinforce creative talents
- Activities that make a position more complete
- Assignments that will provide exposure to other areas or departments
- Tasks that bring high potential people into contact with senior management

